

EVALUATION STATEMENT

PD# 12612

ORGANIZATIONAL LOCATION: Department of the Navy
Office of the Assistant Secretary of the Navy
Financial Management and Comptroller (FM&C)
The Office of Financial Operations (FMO)

REQUESTED CLASSIFICATION: Operations Manager, GS-0301-13

CLASSIFICATION DECISION: Operations Manager, GS-0301-13

REFERENCES: (a) Miscellaneous Administration and Program Series, GS-0301, TS-34, 1/79
(b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90

INTRODUCTION & BACKGROUND:

This is a new position.

The primary purpose of this position is to oversee the daily operations, strategic planning, coordinated schedules and functional support of FMO. Directly manages FMO resources: civilian, military, contractor, financial and physical resources. Develops and adapts FMO's policies and strategy. The position requires knowledge of the substantive programs of the organization and priorities, policies and commitments of the Director, in order to perform such tasks as collecting information, assembling information, composing correspondence and managing the administrative issues related to FMO; expert ability to manage contract administration and monitor performance of contractor personnel; skill in fact finding, contract analysis and pricing techniques, problem resolution, and development of concrete action plans to solve problems.

TITLE AND SERIES DETERMINATION:

Per reference (a), The GS-0301 series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. In order to be covered by reference (a), the work must be two-grade interval work which is not elsewhere classifiable. Positions classified in the Miscellaneous Administration and Program Series, GS-0301, involve *specialized* work for which no appropriate occupational series has been established. This position clearly fits all of the criteria to be included in the GS-0301 series. Reference (a) provides no titling criteria; therefore, the requested title of Operations Manager is authorized. Reference (b) will be utilized to evaluate appropriate grade level.

Recommended title and series is: **Operations Manager, GS-0301.**

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Evaluation Factors	Points Assigned	Factor Level	Comments
1. Knowledge required	1550	1-8	The incumbent has knowledge of the substantive programs of the organization and priorities, policies and commitments; expert ability to manage contract administration and monitor performance of contractor personnel.
2. Supervisory Controls	450	2-4	Work is often accomplished independently with little or no oversight. All work will be reviewed at the Division Director or Deputy Director as appropriate, and work is normally accepted without significant change.
3. Guidelines	450	3-4	Written guidelines for this position exist including policy, directives, general instructions, and precedents; however, considerable judgment is required in their application for each individual program. Overall the guidelines used are very general regarding policy and objectives and guidelines for specific programs are often scarce, not applicable, or have gaps which require the incumbent to apply interpretation for application to program issues.
4. Complexity	325	4-5	The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs.
5. Scope & Effect	225	5-4	The purpose of this work is to provide operational and office management support, to include Executive level support to the Director and the organization as a whole. Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities
6/7. Personal Contacts & Purpose of Contacts	180	3C	Interacts with government civilian employees regularly up to the grade of GS-15 and military members up to the grade of O-6. May interact with SES or flag officers as well as senior technical staff of private companies. The personal contacts are mostly employees within the DoD and DON. To influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.
8. Physical Demands	5	8-1	Sedentary
9. Work Environment	5	9-1	Office environment
TOTAL POINTS	3190		
GRADE CONVERSION Range =3155-3600	GS-13		

Recommended Classification:

Per references (a) and (b) the recommended classification is: **Operations Manager, GS-0301-13**

FLSA DETERMINATION: Exempt (Administrative criteria)

3 AUG 2017